

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
“External Recruitment/Union”**

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| Position Title: | Lead Data Processing Technician |
| Position Number: | 58106294 |
| Band/Salary: | 3/\$11.02 to \$12.05/hr DOQ |
| Division: | Information Technology & Processing |
| Bureau: | Processing and Retention Operations |
| Location: | Helena |
| Status: | Permanent – Full Time |
| Union: | Yes |
| Supplement: | No |
| Closing Date: | 1/15/2009 |

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a busy office. To perform successfully as a Data Processing Technician you must be a self starter and work both independently and as part of a team. You must have a strong work ethic, a positive attitude and effective communication skills. If you can provide good customer service and take responsibility for your decisions, we encourage you to apply!

A Lead Data Processing Technician trains data entry staff in procedures for entering and verifying tax return data; uses computer programs to enter data and transfer file batches; reviews data files to locate and resolve errors; enters and verifies tax return data; and updates staff training to reduce errors. These duties require attention to detail and accuracy, data entry skills and skill in using database software, and the ability to multi-task. **It is important that all previous work experience is listed on your State of Montana Employment Application.**

The successful applicant must complete the department’s on-the-job training. We provide the tools you need to be successful! The hours of work are Monday through Friday, 8:00 a.m. to 5:00 p. m., and may include evenings and Saturdays in peak season. Daily work hours may be negotiable.

The above knowledge and skills needed for this job are usually acquired through graduation from high school and at least two years of experience entering documents or information into computer software, or records management, or general office/clerical experience and/or customer service. Experience providing training and leading other staff in entering information into specialized computer systems is preferred. Other combinations of relevant education and experience will be evaluated on an individual basis.

The State offers great benefits that include three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$20,000/yr is:

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| Wages: | \$20,000.00 |
| Benefits: | \$ 7,080.00 |
| Retirement: | \$ 1,380.00 |

Total Average Wage Package **\$28,460.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will be rejected.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Information or materials that are not required with you application will not be considered in evaluating your application.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Examination: Applicants for this position will be subject to a criminal background

review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act: In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.